

# Hotline Program for Grantsville City

The "Grantsville City Hotline" provides an avenue for Grantsville City residents, including public employees and contractors, to report improper governmental activities including:

- Waste or misuse of public funds, property, or manpower
- Violations of a law, rule, or regulation applicable to the government
- Gross mismanagement
- Abuse of authority
- Unethical conduct

## Filing a Complaint

Complaints should be submitted in writing using this form. Complainants should also submit any evidence that supports the complaint at this time. Essential information includes specifics on 'who, what, where, when as well as any other details that may be important such as information on other witnesses, documents, and pertinent evidence. Due to limited resources, our office is unable to accept complaints that are not specific in nature or that are not well supported by credible evidence. At a minimum, please use the form as a guide to ensure the necessary information is provided. Submit complaints via the following methods:

Email: [fraudhotline@grantsvilleut.gov](mailto:fraudhotline@grantsvilleut.gov)

US Mail: Fraud Committee, 429 E Main Street, Grantsville UT, 84029

## Complaint Screening and Prioritization

After we receive your complaint, we will screen and prioritize it based on significance, internal resources, and other factors. The list below represents some of the factors that are considered during the screening and prioritization process.

- Does the complaint pertain to improper governmental activities? Disagreements with management decisions or actions taken by elected officials that are within the law will not be investigated.
- Has the complainant taken appropriate steps to resolve the issue with the entity? If the entity is not responsive, the concern relates to top management, or the complainant desires anonymity, the Hotline may be contacted first.
- What is the timing and frequency of alleged improper activity? Allegations of improper activities that are recent and/or on-going may receive a higher priority.
- Should the allegation be investigated by another entity? In some cases, we may refer complaints to internal/external auditors or other entities, as considered appropriate. We will generally discuss these options with the complainant.

- Can the complaint be efficiently and effectively investigated? Overly broad or vague complaints or complaints where evidence is unavailable may be declined or receive a low priority.

### Whistleblower Protection

Utah Code § 67-21-3 prohibits public employers from taking adverse action against their employees for reporting government waste or violations of law in good faith, to the appropriate authorities. A public entity employee, public body employee, legislative employee, or judicial employee, is presumed to have communicated in good faith if they have given written notice or otherwise formally communicated the conduct to (i) a person in authority over the person alleged . . . (ii) the AG's office (iii) law enforcement . . . (iv) City Council, Mayor, or the Grantsville City Hotline. (see Utah Code § 67-21-3(1)(b)(i-iii),(vi)(2020) for more information).

### Confidentiality

Complaints may be submitted anonymously to the Hotline. However, we prefer that the complainant provide their name and phone number to allow us to ask follow-up questions, investigate the complaint thoroughly, and report the results back to the complainant. In addition, anonymous complaints do not invoke the Whistleblower protections.

The committee does not investigate complaints involving the following issues:

Type of complaint	Contact
Grantsville City employee personnel grievances	If you are a City employee and have a personnel grievance with your employer, contact the City HR Director, Jesse Wilson at (435)884-4632 or <a href="mailto:jwilson@grantsvilleut.gov">jwilson@grantsvilleut.gov</a> to resolve your grievance.
Disputes over access to government records (GRAMA-related issues)	Contact the City Recorder Christine Webb at (435)884-4603 or <a href="mailto:cwebb@grantsvilleut.gov">cwebb@grantsvilleut.gov</a> .

## HOTLINE REPORTING FORM

Complainant to remain anonymous? Yes      No		
Complainant would like a response? Yes      No		
Complainant Name	Check One City Employee <input type="checkbox"/> Citizen/Contractor <input type="checkbox"/>	Date Submitted
Home Address		
Phone/cell/e-mail		
Work Address and information (if applicable)		

Information Concerning the Complaint (Please complete one form for each separate complaint)  
Each improper action should be noted separately and supported with reliable and sufficient evidence.  
Supplying detailed information contributes to a thorough and efficient investigation. This form is designed to help you supply the needed information.

Who is the person(s) the complaint is against? (Please provide name, position, and department)

Who is the above person's supervisor? (Please provide name, position, and phone#)

What is the assertion of improper governmental activity? Please describe in detail.

When did the event(s) take place? Please include dates, time, and frequency.

Where did the event(s) occur?

Are there any other persons who might provide information or who witnessed the event? If so, what are their names, positions, agencies, divisions, and their contact information?

Is there evidence that can be examined or documentation that can be reviewed? (Please provide any documentation you have)

How do you know about the improper action? Did you see it occur? Did you see documentation indicating it occurred? Did you hear about it from someone else?

What specific law or state regulation has been violated?

Please attach to the email or fax supporting documentation, details and ANY and ALL other information available to support the complaints or concerns.